

MADERA COUNTY

AUTOMOTIVE SHOP SUPERVISOR

DEFINITION

Under general direction, to supervise, assign, coordinate, review, and participate in the work of staff responsible for performing automotive equipment maintenance and central garage functions for the County; to perform a variety of skilled equipment and vehicle maintenance and repair work; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over technical and maintenance staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Supervises, assigns, coordinates, reviews, and participates in the work of staff responsible for equipment and central garage functions of the County; provides supervision and training to assigned staff; assigns and evaluates staff work; ensures adherence to appropriate policies and procedures; schedules preventive maintenance programs and maintenance and repair work; purchases parts, supplies, and shop equipment; oversees the maintenance and updating of parts inventory records; assists with budget development, preparation, and expenditure control for automotive equipment maintenance functions; oversees the installation of emergency equipment; inspects and locates mechanical defects; determines the extent of necessary repairs; performs the full range of vehicle and equipment repairs; makes estimates of equipment repair costs; authorizes outside repairs of automotive equipment when necessary; oversees the central garage function for checking out and using County vehicles; performs daily fuel tank and pump reconciliation inspections as required; negotiates special programs and discounts with vendors on the purchase of automotive parts and supplies; prepares new County vehicles for use by various departments; oversees and participates in the preparation, completion, and maintenance of a variety of records and reports; prepares reports and necessary correspondence.

OTHER JOB RELATED DUTIES

Provides advice and assistance on specifications for County vehicle purchases; road tests repaired equipment; performs weekly waste oil reconciliation inspections on waste oil tanks as required; coordinates the transportation of County surplus vehicles to auction sites; repairs broken shop equipment and fuel dispensers as necessary; performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations, functions, services, and activities of the central garage and automotive maintenance and repair shop.

Methods, tools, material, and equipment used in automotive and equipment servicing and repair.

Principles and methods of preventive maintenance programs.

Safe work practices.

Principles of budget development, preparation, and expenditure control.

Principles of supervision, training, and performance evaluation.

Skill to:

Operate a variety of vehicles, equipment, and tools used vehicle maintenance and repair work.
Operate a motor vehicle safely.

Ability to:

Supervise, assign, coordinate, and review the work of staff responsible for providing the County's central garage and automotive equipment repair facility services and activities.
Supervise, train, and evaluate assigned staff.
Diagnose mechanical problems with skill and accuracy.
Estimate time, labor, and materials costs for major mechanical maintenance and repair projects.
Establish and administer comprehensive preventive maintenance programs.
Perform the most advanced and technical maintenance and repair work.
Design and fabricate tools and equipment.
Establish training and work safety programs.
Order and maintain adequate inventories of parts and supplies.
Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
Maintain records and prepare reports.
Assist with the development and preparation of the assigned budget and control of expenditures.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five years of increasingly responsible work experience performing maintenance, repair, and overhaul of a variety of automotive equipment, preferably including at least one year in a lead or supervisory capacity.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in automotive and mechanical repair principles and practices.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid Automotive Refrigerant Recovery and Recycle Certificate.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, and lift 30 lbs.; exposure to cold, heat, noise, outdoors, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Effective Date: May, 1995